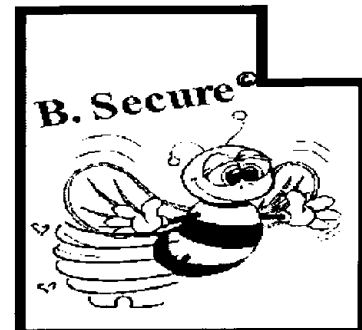


# Defending Your Office

I hope we're all busy enjoying the summer. If you are enjoying your lemonade as much as I enjoy these lovely flowers I know you are.

Why we are talking of enjoying things, I hope that we are paying attention to our own security this year. I know as I have buzzed around and seen everyone working hard I have noticed several new faces.

When I see a bee I don't know in the hive, I take the time to ask if I can help them. I was wondering, do you do the same?



Workplace violence is becoming a problem in both private and government business. If we install the most modern security system, you as an employee could probably defeat it. Our personal safety should always be on our mind. Violence can strike anywhere and anytime, it is up to us to help protect our office space. After all you do work there to. I have some ideas on ways we can help protect our office space. I will share a few of them with you.

- ▶ If you see a stranger at work ask if they need help. If they are a criminal, they don't want to be noticed.
- ▶ If working alone at odd hours always keep the office door locked.
- ▶ Check in with someone before you leave and once you get to your destination.
- ▶ When you park your car, always make sure it is in an area that will be well lighted when you return.
- ▶ Never carry so much that you cannot see where you are going, or who is waiting for you.
- ▶ If your dealing with an angry client always have someone help in the interview.
- ▶ Never do anything to jeopardize your friends and co-workers.
- ▶ Don't violate your own security systems. Propped open doors invite unwanted guests.
- ▶ Don't allow someone to follow you in a secured door if you don't know them.
- ▶ Never act like a victim. If you act intimidated, you could be letting people know you are vulnerable.
- ▶ If an alarm goes off leave by the evacuation route. Alarms signal other problems besides fire, it could be a bomb threat or a hostage situation.

You teach your kids to be safe and give them ways to avoid danger. We explain to them the importance of fire alarms, checking in with you, and finding out if they are going to a safe place. We worry about them learning these things, but are we teaching by bad example. If it is good enough for you to tell your kids, it is good enough for you to do it also.

Remember this, that if you don't look out for yourself and do everything you can to protect yourself, than we can't complain when others put us in jeopardy, or don't seem to care. Never say it can't be done and always say I CAN DO IT.

Until next month remember be - BE SAFE BE SMART AND BEE SECURE!